1. You will be notified by your supervisor or the Designated Employer Representative (DER) when an alcohol test is required and given a Collection Site Passport Form 111 to take to the designated collection site. Once notified, you need to report for collection immediately.

2. You will need to show a CDL or picture ID for identification purposes at the collection site.

3. The collector will explain the basic procedures and cover the instructions on the back of the Alcohol Testing Form (ATF). You will be asked to complete Step #2 on the Alcohol Testing Form.

4. The collector will select a mouthpiece, open the seal in front of you, and insert the mouthpiece into the testing device. You will be asked to blow steadily and forcefully into the mouthpiece for at least 6 seconds or until the device indicates that an adequate amount of breath has been obtained.

5. You will then be shown the displayed test result.

6. If the test result is below 0.02, you will be given the employee copy of the testing form and released.

7. If the test result is greater than 0.02, you will be required to give a confirmation test.

8. You will then be asked to wait 15 minutes prior to the administration of the confirmation test to allow any residual alcohol to evaporate.

9. After 15 minutes the collector will select another mouthpiece, open the seal in front of you and insert the mouthpiece into the testing device. You will be asked to blow steadily and forcefully into the mouthpiece for at least 6 seconds or until the device indicates that an adequate amount of breath has been obtained.

10. If the confirmation test result is below 0.02, you will be given the employee copy of the testing form and released.

11. If the test result is greater than 0.02, your employer will be notified immediately. You must remain at the testing site until your employer gives you directions on how to proceed.

12. If the test result is >0.02 to >0.039, you must be removed temporarily from safety-sensitive duty for at least 24 hours. This does not pertain to drivers subject to the PUC guidelines; refer to Step 13 for the same requirements for a >0.02 to 0.39 pertain as a >0.04 or greater.

13. If the test result is >0.04 or greater, you must be removed from safety-sensitive duty indefinitely. The result is then reported to your employer. Your employer will apply disciplinary action according to their substance abuse policy and/or the collective bargaining agreement.

14. If you have a confirmed positive result, your employer will furnish you information for a Substance Abuse Professional (SAP) for the required assessment.

15. You will need to comply with the SAP’s recommendations and complete the return-to-duty process before you are eligible to return to safety-sensitive duty.

16. If you are unable to supply a viable breath sample, you will be required to get a medical evaluation within 5 days. If there is no medical explanation or you do not seek a medical evaluation, it is considered a refusal to test.